

# CAPPS HR/Payroll — User Group Meeting Minutes

Tuesday, July 27, 2021

9–11 a.m.

(Webinar Only)

## I. Welcome (Andrea Smith)

- User Group meeting materials are posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: [CAPPS.CGC.BA@cpa.texas.gov](mailto:CAPPS.CGC.BA@cpa.texas.gov)

## II. Discussion Topic: IAM/TDIS Update (Andrea Smith)

- Quite a few of the agencies on the list are only five (or fewer) users away from hitting the 100% completion status.
- DAs should email the CAPPS Help Line to request a list of users not yet enrolled.

## III. CAPPS Governance: Biennium Committee Nominations (Tammy Ross)

- Biennium elections are underway to fill the seats for each of the Governance Committees (HR/Payroll User Group, Financials User Group and Steering Committee).
  - Each of these committees consists of nine members that represent agencies within their designated size group:
    - Two for large-sized CAPPS Central agencies
    - Two for medium-sized CAPPS Central agencies
    - One for small-sized CAPPS Central agencies
    - One each for the hub agencies HHSC and TXDOT
    - One for all other hub agencies
    - One seat for the CAPPS Service Provider Chair
  - Governance committees and the responsibilities of committee members are available in the CAPPS Governance document (online).
- The call for nominations was extended to July 30, 2021, to give more agencies more time to respond with candidates.
  - Nominees must be submitted by an agency's HR director (or equivalent) for HR/Payroll User Group seats. Candidates for Financials seats are nominated by the agency's CFO. Steering Committee seats can be nominated by either the CFO or HR Director.
  - Once the call for nominations closes, the Governance and Communications team reviews nominations and sends out surveys for final candidate selections.

## IV. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
  - Reviewed the CAPPS HR/Payroll Summary and Trend Report 07/27/2021 document.
    - In June, there were 937 active SRs with 94 in high priority status.
    - As shown on the trend chart, there were 1046 SRs opened and 942 closed.
- **Governance Approved Enhancements**
  - Reviewed the CAPPS HR/Payroll Governance Approved SRs 07/27/2021 document. Updates since the last meeting are identified with an asterisk (\*) and bolded.
    - SR 1111 adds the appropriation year to the *State-Matching Contribution* report. This ticket is *In Work* and User Acceptance Testing (UAT) is slated to begin on Aug. 24, 2021.

- **Required Maintenance**

- Reviewed the CAPPS HR/Payroll Required Maintenance 07/27/2021 document. Updates since the last meeting are identified with an asterisk (\*) and bolded.
  - SR 27891 is a request related to the American Rescue Plan Act update. The updates are for the *Time and Labor* module and the *Payroll* module. This ticket was completed on July 1.
  - SRs 29751, 29752, 29767, 29932 and 29933 are all related to legislation and will be reviewed further under the related Discussion Topic “Fiscal Year-End Update.”
  - SR 3025 is a Recruiting module for a mandatory update. Release 21B.2 updates Non-Production environments from Aug. 5 to Aug. 6, 2021. The update for Production runs from Aug. 19 to Aug. 20, 2021.

**V. Upcoming Vote: SRs Submitted to Governance (Rebecca Kelly)**

- Reviewed the CAPPS HR/Payroll SRs Submitted to Governance 07/27/2021 document.
- SR 28335 is for the *Reports* and *Recruiting* modules to update the OBI report by adding more *Requisition* metrics. The new field monitors the days between a candidate accepting an offer until the hire date.

**VI. Project Update: CAPPS Fiscal 2021 HR/Payroll Agency Deployment Project Dashboard (Karl Thomason)**

- Reviewed the CAPPS Fiscal 2021 HR/Payroll Agency Deployment Project Dashboard 07/27/2021 document.
- Implementation occurred on July 12, 2021.
- Key items:
  - This project is now at 97% completion.
  - The CAPPS HR/Payroll team is preparing to run the first payrolls for the newly deployed agencies and is assisting with Production support.

**VII. Discussion Topic: Notice of Change Update (Danette McWilliams)**

- The CAPPS team is continuing to prepare for moving the change to Production.
- SR 20334 details the Notice of Change and SR 27480 for the Direct Deposit Audit report.

**VIII. Discussion Topic: Second Quarter 941 Reporting Regarding ARPA (Danette McWilliams)**

- Added additional fields to the 941 report. Some highlights include:
  - Governmental employers are no longer FICA exempt.
  - Allows the refundable portion for the FFCRA/ARPA wages after the employer share of Medicare tax is reduced to zero by non-refundable credits applied against it. The spreadsheets were provided to agencies who paid FFCRA/ARPA wages in the second quarter.
  - Only qualified sick and family leave wages that were paid in excess of the Employer’s share of Medicare tax is refundable and is recorded on line 13e. It is not anticipated that many (if any) agencies are paying ARPA wages in excess of their employer Medicare tax liability.
  - The FFCRA Desk Aid will be shared once updated.

**IX. Discussion Topic: 2021 EEO-4 Report (Stacey Hassin)**

- Available for agencies to download on July 21, the acknowledgement form (located on FMX) is due Aug. 3.
- Corrections need to be submitted by Aug. 16.
- The final report will be available to agencies on Aug. 18.
- Agencies need to download the PDF (G.003) and email the completed PDF form to the Governor’s office at [eeo4reports@gov.texas.gov](mailto:eeo4reports@gov.texas.gov) by Aug. 27.

## **X. Discussion Topic: Fiscal Year-End Update (HR/Payroll Support Team)**

- The CAPPS team will open an ASP SR for each agency for fiscal year-end. Provided in this ticket information are desk aids and additional documents. If there you have any questions or need assistance for fiscal year-end, please respond in the agency's ticket.
- Important dates:
  - **Aug. 6, 2021** – The test version of the *mass reorg* spreadsheets must be attached to the fiscal year-end ticket. CAPPS Production support staff will run a test and provide results to agencies for validation.
  - **Aug. 20, 2021** – The final *mass reorg* spreadsheets must be attached to the fiscal year-end ticket. The test version of the *budget load* spreadsheets must be attached to the ASP ticket for the CAPPS Production support staff to perform a test and provide results to agencies for validation.
  - **Aug. 31, 2021** – The final *budget load* spreadsheets must be attached to the fiscal year-end ticket.
- Use HR/Payroll fiscal year-end checklist to make sure your agency is reviewing and abiding by the due dates.
- These SRs are part of this year's legislative changes:
  - SR 29933, per Senate Bill (SB) 1126, is for the Texas Women's University System. When an employee is transferred to another agency, for agencies established in CAPPS, there is a record of prior state service. This becomes active Aug. 1, 2021.
  - SR 29765 removes reason code 034 for salary adjustments for the Attorney General agency.
  - SR 29767, per SB 321, establishes a new *ERS Cash Balance Retirement* plan. The update applies to ERS members, LECOS and elected officials.
  - SR 30238, per SB 321, allows employees to collect retirement without terminating in CAPPS. This becomes active Aug. 1, 2021.
  - SR 2989 is for Texas School for the Blind and Visually Impaired agency. This ticket allows the agency to pay compensation for on-call employees. This becomes active Aug. 1, 2021.
  - SR 29770 is a TRS Contribution change. For fiscal 2022, the contribution is 7.75%. For fiscal 2023 the contribution is 8%.
  - SR 29772 is a salary change for schedule C. This becomes active Aug. 1, 2021.
  - SR 29932 is for a hardship station for the Texas Alcohol and Beverage Committee agency in order to increase the pay of commissioned peace officers. This becomes active Aug. 1, 2021.
  - SR 29890, per SB 1359, adds mental health leave for peace officers. This becomes active Aug. 1, 2021.
  - SR 29889, per SB 44, allows state employee's disaster volunteer leave for certain disaster relief organizations. The CAPPS team will replace the leave with the new authority, update the TRC description and configure the change. This becomes active Aug. 1, 2021.
  - SR 29752, per House Bill 1589, relates to paid leave for public officers and employees engaged in certain military service allowing them to exceed 7 paid workdays in a fiscal year. This becomes active Aug. 1, 2021.
  - SR 29751, per House Bill 2063, allows employees to voluntarily transfer sick leave or vacation leave to the Family Leave pool. This becomes active Aug. 1, 2021.

## **XI. Upcoming HR/Payroll User Group Meeting**

- Tuesday, Aug. 24, 2021